



Office of Facility Planning and Control

# Capital Outlay Training Seminar

For State Agencies

September 29, 2015

# Capital Outlay Overview

# The Capital Outlay Process

Submit Capital Outlay Request

Receive an Appropriation in the Capital Outlay Act

Receive Funding of the Appropriation

Submit Preliminary Program

Designer Selection

Project Design Begins

# Plan Ahead

**Capital Outlay is not designed  
to be a quick fix.**



# When do funds become available?

## FUNDING TIMELINE

Nov 2015

Funds Requested

July 2016

Funds Appropriated

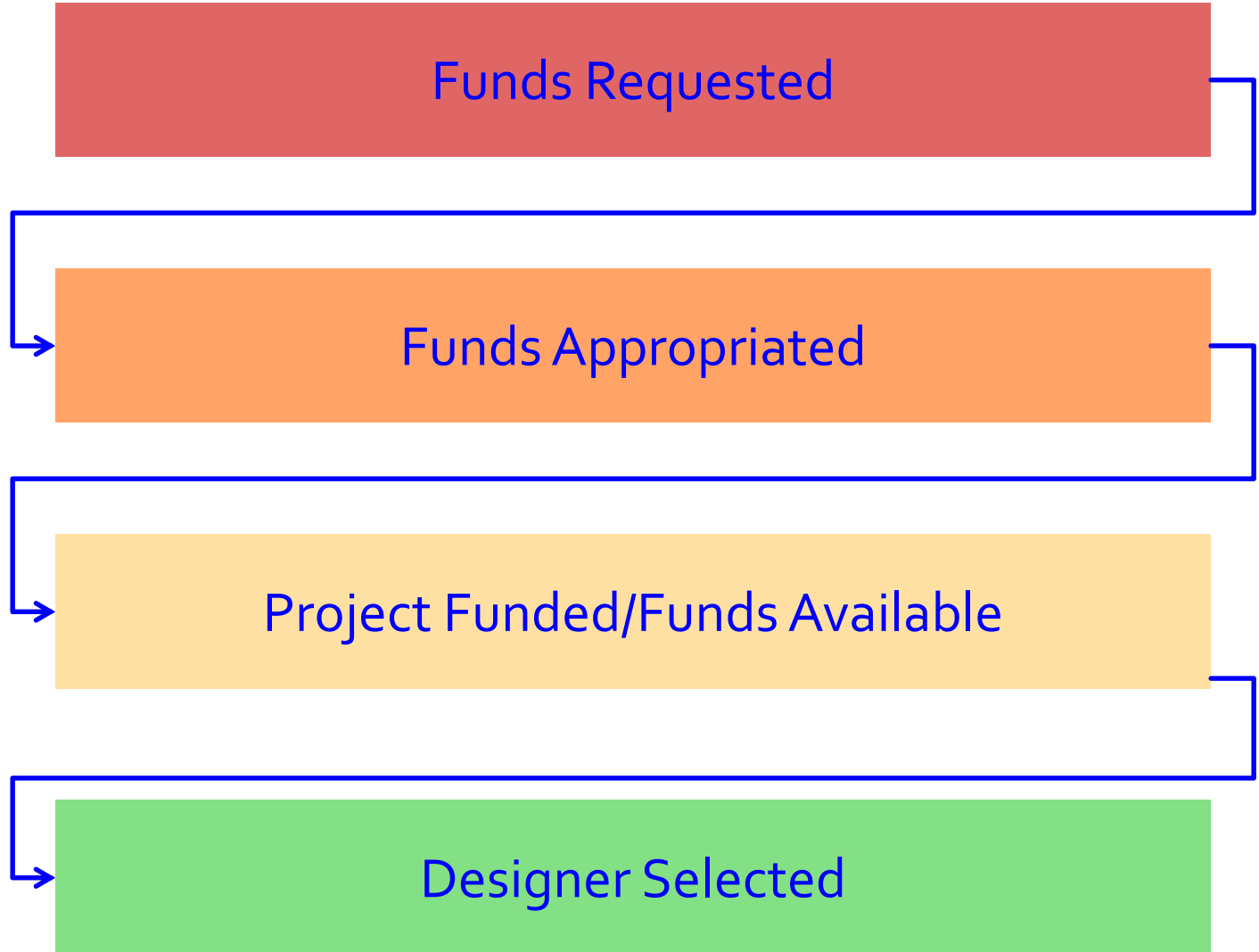
Sep 2016

Project Funded/Funds Available

Oct 2016

Nov 2016

Designer Selected



# Capital Outlay Budget

---

- Three phase budget cycle
- Governed by state laws
- House Bill 2 is enacted annually as the Capital Outlay Act

# Capital Outlay Expenditures

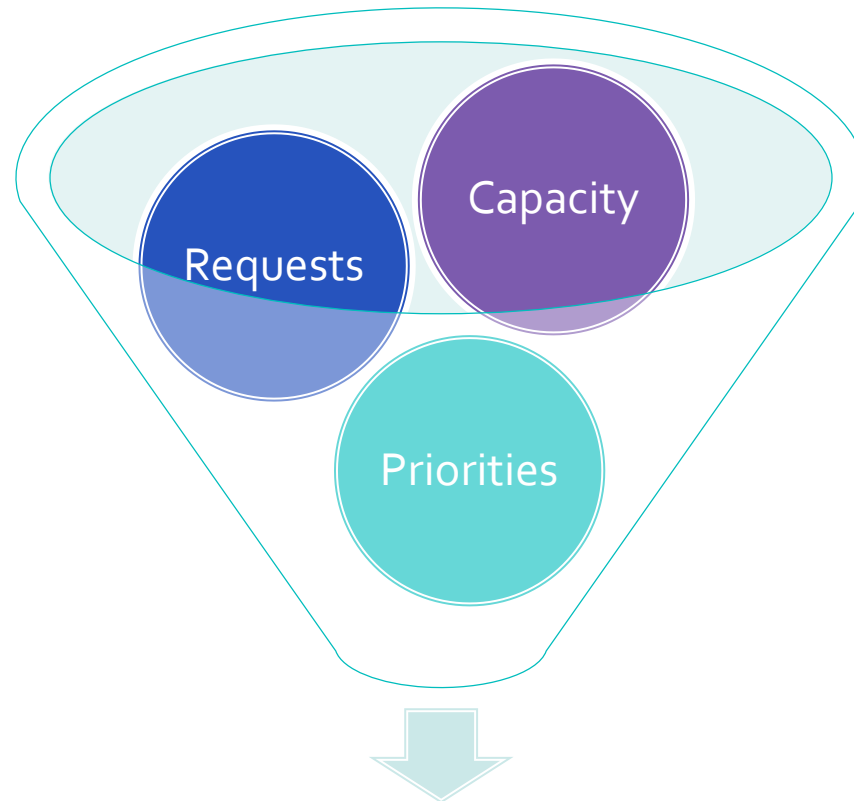
- expenditures for acquiring lands, buildings, equipment, or other permanent properties,
- or for their preservation or development or permanent improvement.

# Capital Outlay Projects

- Permanent – useful life of at least 10 years
- Major – complex, requiring coordination of two or more trades



# Budget Development



Original House Bill 2

# FY 15-16 Capital Outlay Requests for Discretionary Funding Total \$2.3 Billion

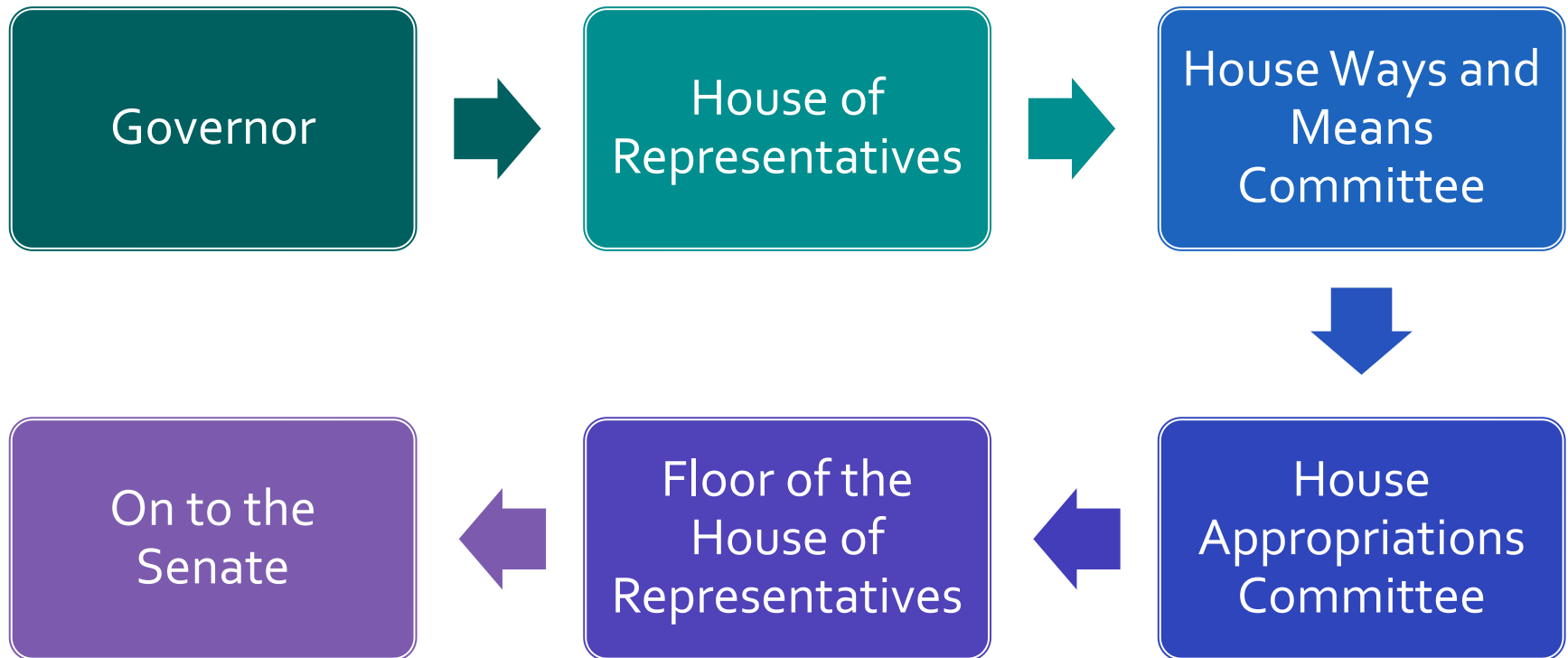
## Appropriations



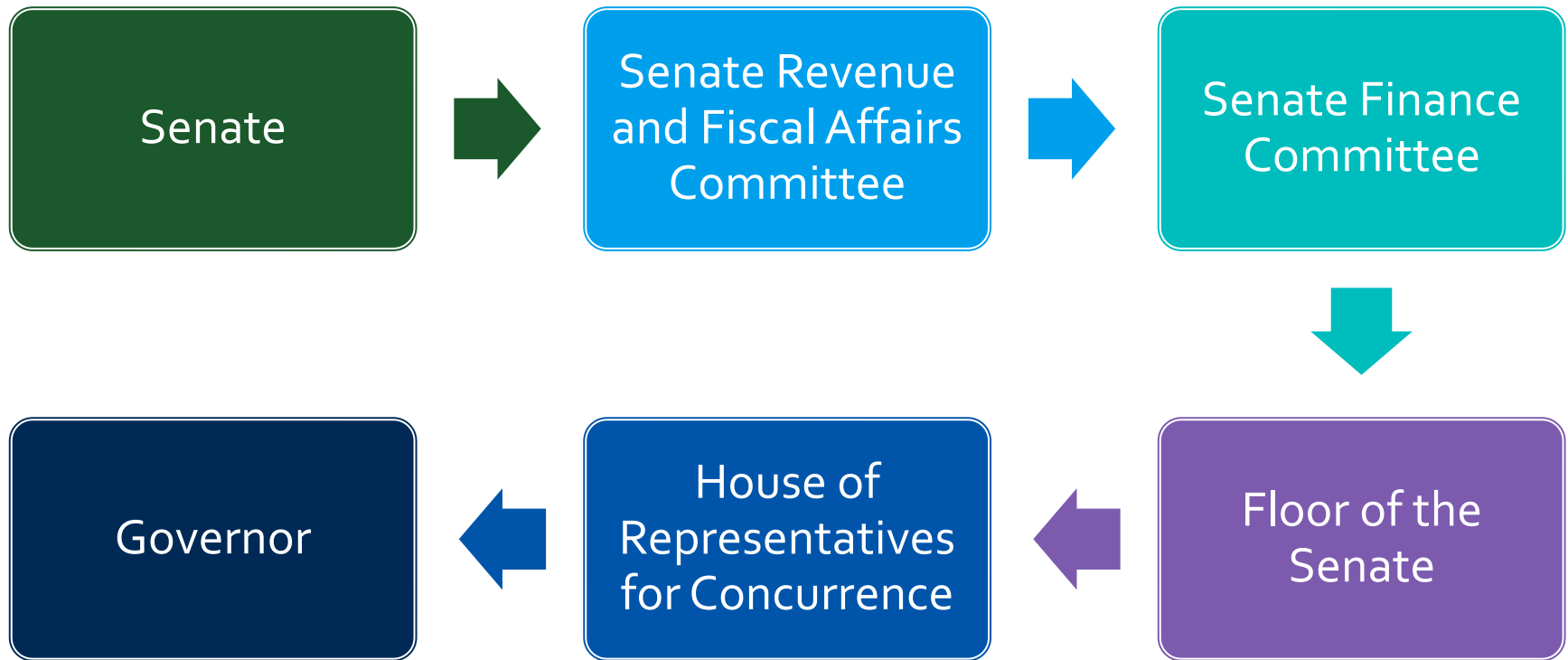
■ State Agencies  
Requests Received:  
\$944M  
Total Requests: 486

■ Nonstate Entities  
Requests received:  
\$1.38B  
Total Requests: 1002

# HB2 During Legislative Session



# HB2 During Legislative Session



# The Capital Outlay Act

ENROLLED

**ACT No. 26**

2015 Regular Session

HOUSE BILL NO. 2

BY REPRESENTATIVE ROBIDEAUX

1 AN ACT

2 To provide with respect to the capital outlay budget and the capital outlay program for state  
3 government, state institutions, and other public entities; to provide for the  
4 designation of projects and improvements; to provide for the financing thereof

# After the Session

---

- Appropriations Memos are distributed
- General Obligation Bond appropriations are considered for funding
- The State Bond Commission grants Lines of Credit
- Guidelines Memos are distributed

# The Language of Capital Outlay

- appropriation
- funding
- means of finance
- general obligation bonds
- line of credit
- noncash
- rescission
- reappropriation

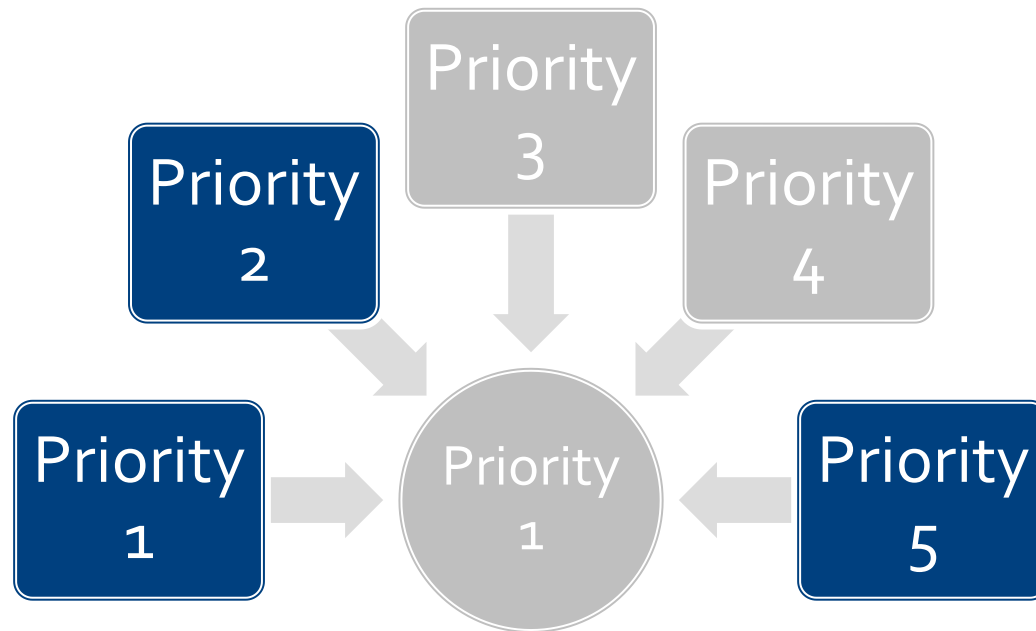
# General Obligation Bonds

- Primary Means of Finance for Capital Outlay projects
- State Bond Commission authorizes sales and lines of credit
- Only Priorities for Lines of Credit appear in Capital Outlay Act



# Priority 1

Always a reauthorization of appropriations  
with **PRIOR** lines of credit



## Priority 2

---

**New** authorization for  
**CASH**

To be spent in **the fiscal**  
**year of the Act**

# Priorities 3 and 4

**New** authorization for  
**CASH**

**NOT** to be spent in **the**  
**fiscal year of the Act**

## Priority 5

New or reauthorized  
“Budget Authority”

Can only be granted a  
**NONCASH** line of  
credit

# Understanding Appropriations

7	<b>A</b> <b>50/N41</b>	<b>B</b> <b>BATON ROUGE METRO AIRPORT</b>	
8	<b>C</b> (924)	<b>D</b> Airport Aviation Business Park, Planning and Construction	
9		(East Baton Rouge)	
10	<b>E</b>	Payable from General Obligation Bonds	
11	<b>F</b>	Priority 1	\$ 700,000
12		Priority 2	\$ 904,616
13		Priority 5	\$ 500,000
14		Total	<u>\$ 2,104,616</u>

# FY16 Appropriation

22	(123)	Offices of Southern Louisiana Health Center
23		Planning and Construction
24		(New Orleans)
25		Payable from General Obligation Bonds
26		Priority 1 <u>\$ 900,000</u>



# Possible FY15 Appropriation

22	(987)	Offices of Southern Louisiana Health Center	
23		Planning and Construction	
24		(New Orleans)	
25		Payable from General Obligation Bonds	
26		Priority 1	\$ 75,000
27		Priority 2	\$ 40,000
28		Priority 5	<u>\$ 785,000</u>
29		Total	<u><u>\$ 900,000</u></u>

# Possible FY15 Appropriation

22	(345)	Offices for Southern Louisiana Health Center	
23		Planning and Construction	
24		(New Orleans)	
25		Payable from General Obligation Bonds	
26		Priority 2	\$ 75,000
27		Priority 5	<u>\$ 875,000</u>
29		Total	<u><u>\$ 950,000</u></u>



# Possible FY15 Appropriation

22	(684)	Offices for Southern Louisiana Health Center,
23		Planning and Construction
24		(New Orleans)
25		Payable from General Obligation Bonds
26		Priority 5
		<u>\$ 900,000</u>

# Appropriations vs. Funding

---

*Being "in the Act" is NOT  
the same as "receiving  
funding."*

# Appropriations

---

Represents **budget  
authority**

(i.e. legislative approval for  
you to receive funding  
**IF GRANTED**)

# Funding

## Commitment of funds

*"Funding" can be a Cash*  
*Line of Credit or a Noncash*  
*Line of Credit*

# Appropriations are made...

---

...to a specific entity, for a  
specific purpose

# Scope Interpretation

How is the intent of an appropriation determined?

**By reading the Capital Outlay Request!**

21	<b>50/MZZ</b>	<b>MARAIS</b>
22	(123)	Fire Station Expansion, Acquisition,
23		Planning and Construction
24		(Evangeline)
25		Payable from General Obligation Bonds
26		Priority 1      \$ <u>900,000</u>

# Capital Outlay Requests

# Capital Outlay Requests

Shall include *a detailed project description* and *justification including an analysis of need*



# Required Information

Project ID #####		CAPITAL OUTLAY REQUEST		<a href="http://www.state.la.us/ecorts/">http://www.state.la.us/ecorts/</a>	
Project Level Agency		FISCAL YEAR 2016 - 2017		REVISED VERSION	
AGENCY NAME					
AGENCY NUMBER - PROJECT TITLE					
Project		Page 1			
Title					
Location					
<b>C</b>	<b>B</b>	<input type="checkbox"/> Emergency Project <input type="checkbox"/> Current Project Requirements <input type="checkbox"/> Anticipated Program Needs	State IDs	Priority	
				Local/Agency	<input type="checkbox"/> of <input type="checkbox"/>
				Department	<input type="checkbox"/> of <input type="checkbox"/>
Applicant			Management Board	<input type="checkbox"/> of <input type="checkbox"/>	
Agency		Schedule	Department		
<b>C</b>	Parish		Senate District		
			House District		
			Site Code		
Local/Agency					
User		Address			
Contact		City/State/Zip			
Phone Number					
Fax					
E-Mail					
Department		Management Board			
User		User			
Contact		Contact			
Phone Number		Phone Number			
Cost Estimates					
Local/Agency		Department	Management Board	FPC	

# Reviewing a Request

https://www.prd.doa.louisiana.gov/ecorts/pdf/temp/file698001.pdf - Windows Internet Explorer

File Edit View Favorites Tools Help

Print Email Search Find Select Text

---

Project ID **538165**  
Project Level **FPC**  
EXEC OFFICE  
01-100 - Offices for Southern Louisiana Health Center

## CAPITAL OUTLAY REQUEST

FISCAL YEAR 2009 - 2010

<http://www.state.la.us/ecorts/>

---

Project

Page 1

Title  
Offices for Southern Louisiana Health Center

Location New Orleans

☐ Emergency Project  
☐ Current Project Requirements  
☒ Anticipated Program Needs

State IDs  


Priority

Local/Agency  of   
Department  of   
Management Board  of

Applicant

Agency 100 EXEC OFFICE Schedule 01-100 Department 01 EXECUTIVE  
Parish ORLEANS  

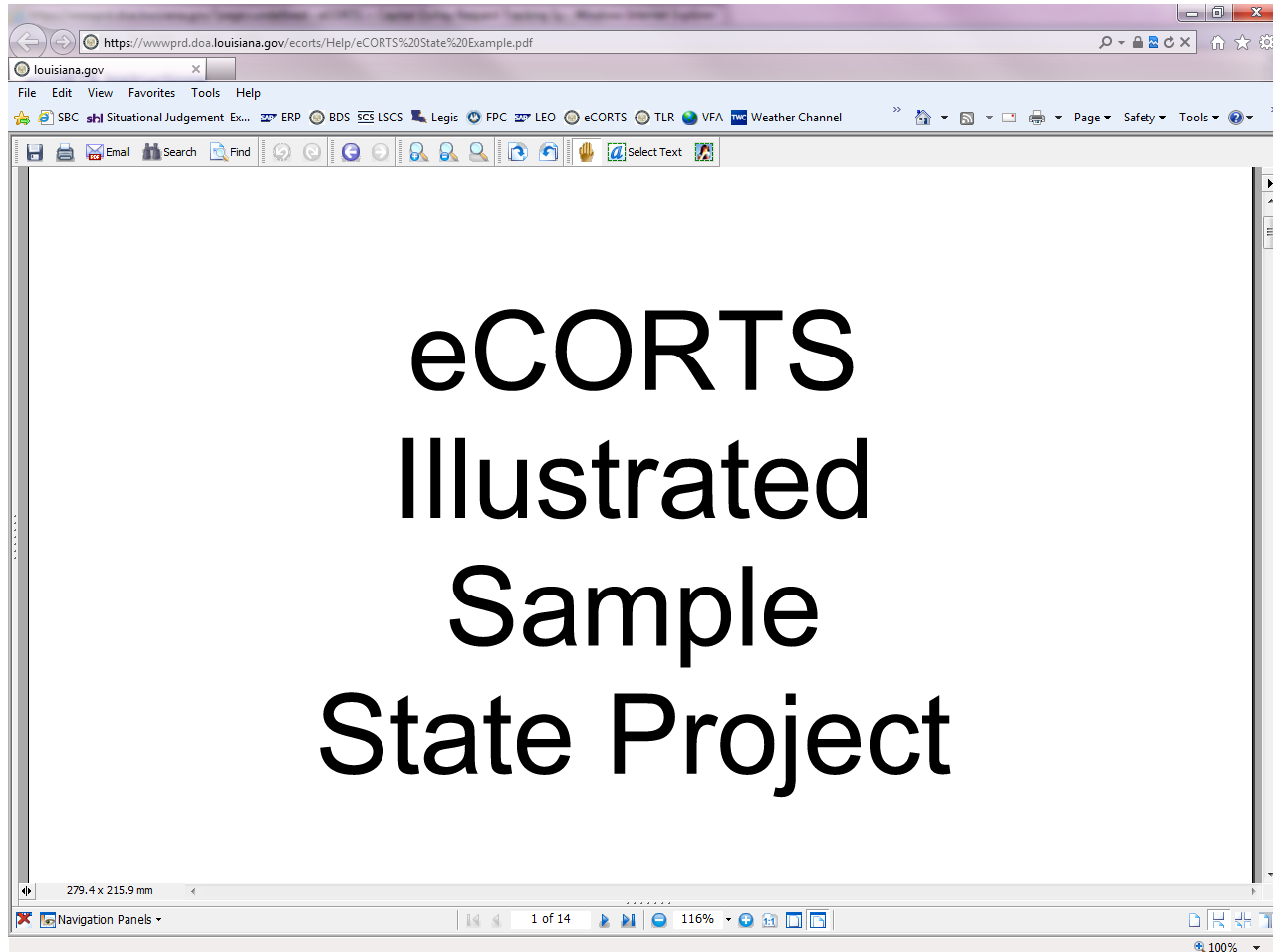

  
Senate District 1  
House District 100  
Site Code

Local/Agency

215.9 x 279.4 mm

Navigation Panels 1 of 7 150%

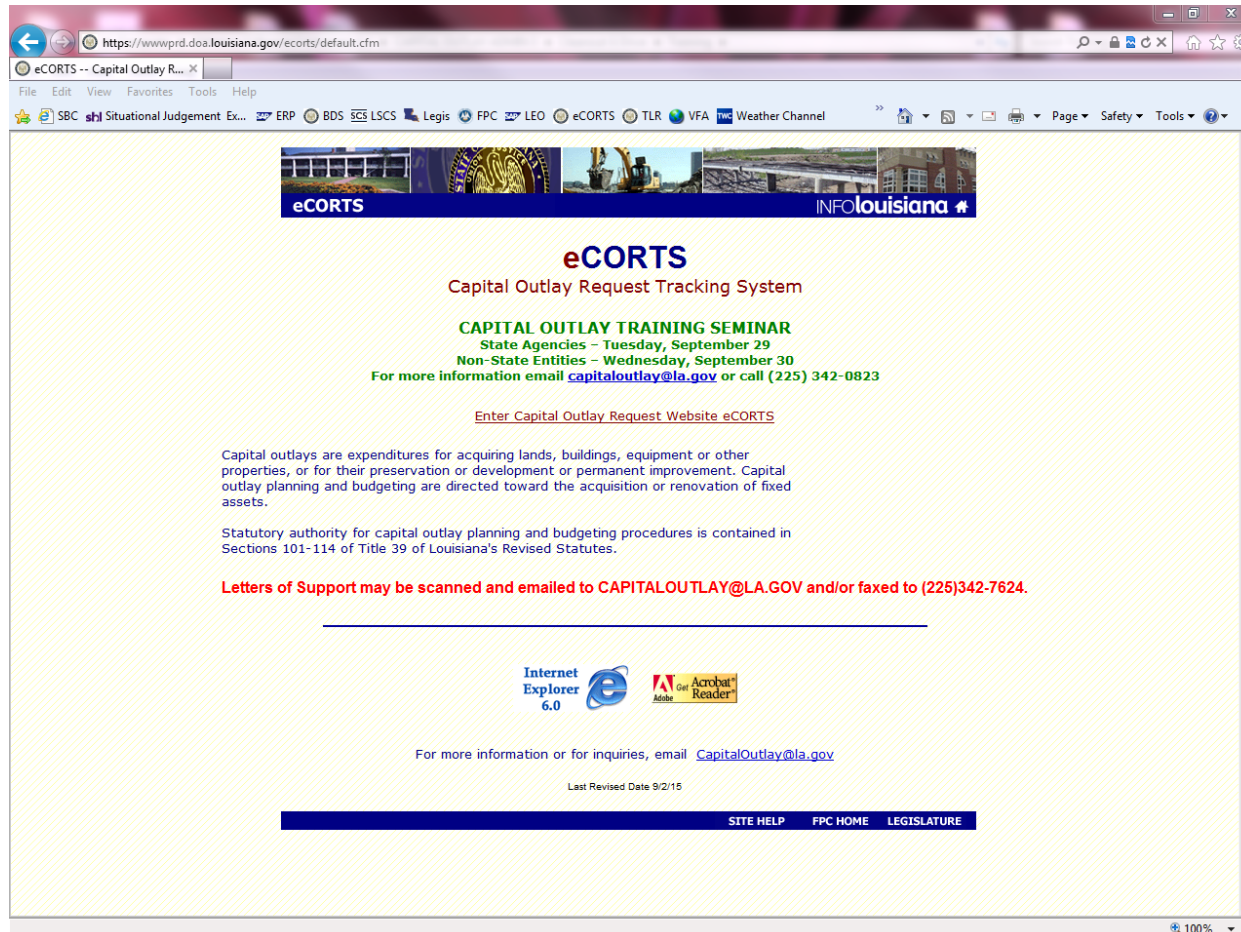
# An Example



# Resources

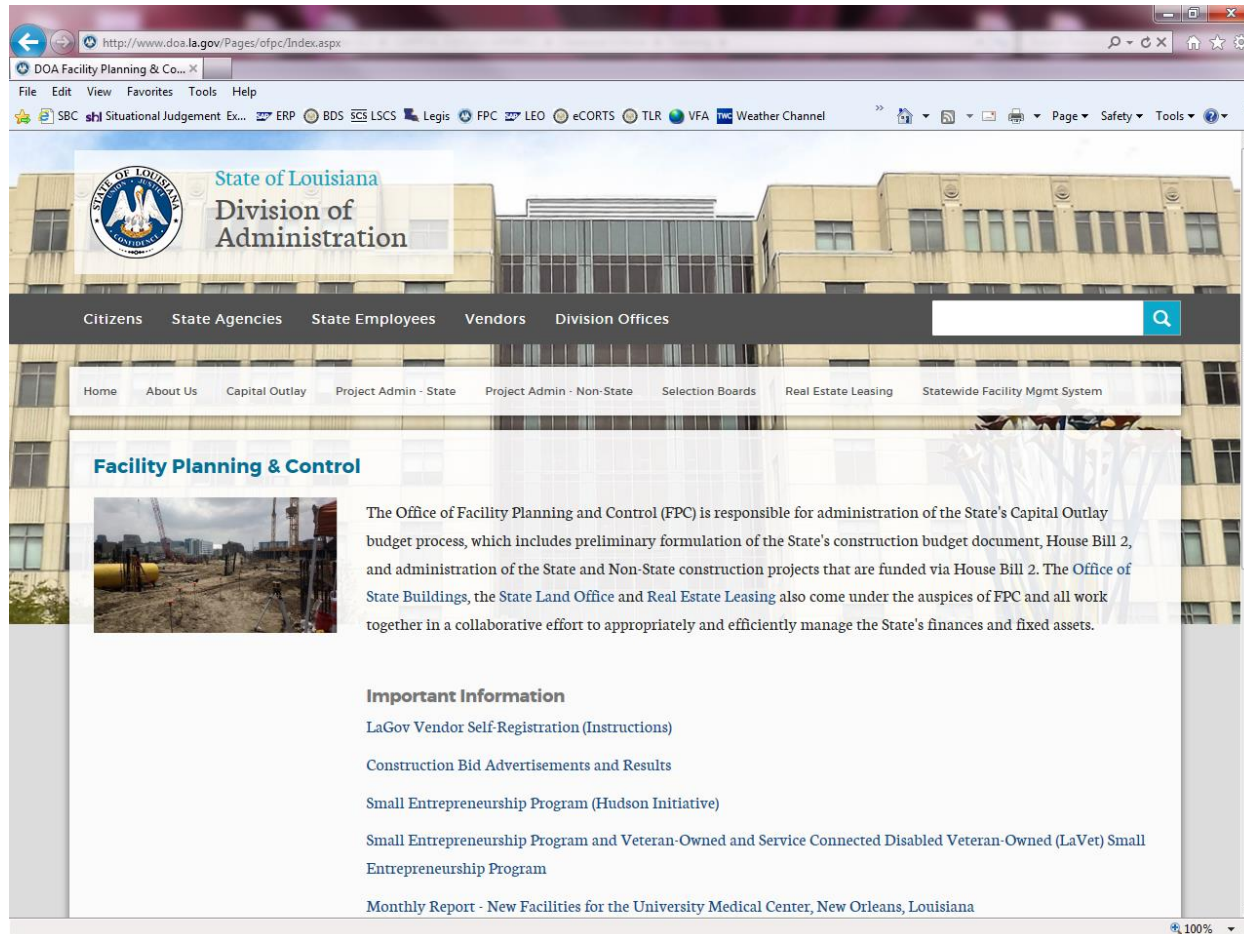
Know Where to Go To Get Help

# eCORTS Instructions



<https://wwwprd.doa.louisiana.gov/ecorts/default.cfm>

# Online Training Manual



<http://www.doa.la.gov/Pages/ofpc/Index.aspx>

# Contact Capital Outlay Staff

- <http://www.doa.louisiana.gov/fpc/fpc.htm>
- Email: [CapitalOutlay@la.gov](mailto:CapitalOutlay@la.gov)
- Phone: 225.342.0823



# Conclusion



# The Capital Outlay Process

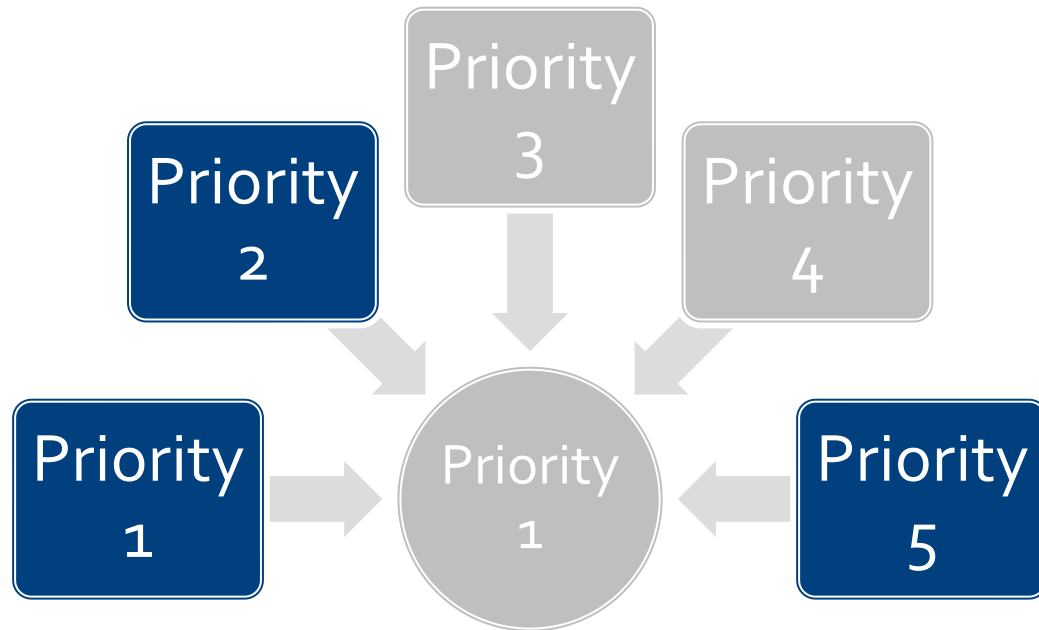


# Statutorily Required Information

---

- Detailed Description of the Project
- Justification of the Project including an Analysis of Need

# Priorities 1 - 5



# Appropriations vs Funding

## Appropriations Authority to Receive Funding

2015 Regular Session

HOUSE BILL NO. 2

BY REPRESENTATIVE ROBIDEAUX

ENROLLED

**ACT No. 26**

1 AN ACT  
2 To provide with respect to the capital outlay budget and the capital outlay program for state  
3 government, state institutions, and other public entities; to provide for the  
4 designation of projects and improvements; to provide for the financing thereof  
5 making appropriations from certain sources; and to provide for related matters.  
6 Be it enacted by the Legislature of Louisiana:

## Funding Commitment of funds



# Understanding Appropriations

7	<b>A</b> <b>50/N41</b>	<b>B</b> <b>BATON ROUGE METRO AIRPORT</b>	
8	<b>C</b> (924)	<b>D</b> Airport Aviation Business Park, Planning and Construction	
9		(East Baton Rouge)	
10	<b>E</b>	Payable from General Obligation Bonds	
11	<b>F</b>	Priority 1	\$ 700,000
12		Priority 2	\$ 904,616
13		Priority 5	\$ 500,000
14		Total	<u>\$ 2,104,616</u>

# Appropriations are made...

---

...to a specific entity, for a  
specific purpose

# Resources

---

- Capital Outlay Webpage
- eCORTS Instructions
- Nonstate Training Manual
- Capital Outlay Staff